

# Program Credit Application for International Students Procedure

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<b>Policy owner:</b>	Manager, International Admissions
<b>Approval authority:</b>	Deputy Vice-Chancellor (Global and Engagement)
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## Table of Contents

Purpose .....	1
Scope .....	1
Legislative Context .....	1
Definitions .....	2
Actions .....	2
Student applies for Program Credit at the time of submitting application to study a Federation University Program .....	2
Student Applies for Program Credit at Enrolment or While Enrolled .....	5
Responsibilities .....	6
Supporting Documents .....	6
Forms/Record Keeping .....	7
Implementation .....	7

## Purpose

Standard 2 of the National Code 2018 requires Registered Providers to have:

- Documented procedures for granting and recording unitcredit.
- Provided a record of course credit to the student, which must be signed or otherwise accepted by the student.
- Copy of student's acceptance of course credit placed on student's file.

This procedure describes how the University meets these requirements for international students.

## Scope

This procedure applies to all international students of the University, irrespective of teaching location.

## Legislative Context

- Education Services for Overseas Students Act 2000.
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Tertiary Education Quality and Standards Agency Act 2011

- Tertiary Education Quality Standards Agency (TEQSA) Threshold Standards 2015

## Definitions

Term	Definition
<b>CoE:</b>	Confirmation of Enrolment document issued through PRISMS for student to apply for a student visa.
<b>Credit Assessment</b>	A process to determine the amount of credit an applicant is eligible for based on prior study, and/or relevant experience, course structure (core units/majors/minors, etc), student's choice of major and limits for credit
<b>CUP:</b>	Centre for University Partnerships
<b>IA:</b>	International Admissions
<b>Immigration</b>	Department of Home Affairs
<b>International Student:</b>	A person holding an Australian student visa and defined as an 'Overseas Student' in the ESOS Act or studying at an off-shore teaching location.
<b>National Code:</b>	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
<b>Partner Provider (PP):</b>	Educational Institution providing units and courses of the University through an approved Education Agreement.
<b>PRISMS:</b>	Provider Registration and International Students Management System
<b>Course Credit:</b>	The value (exemption) assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer or articulation.
<b>Course:</b>	A full-time registered course of education or training registered on CRICOS for the attainment of a Testamur or certificate. Defined as unit in the ESOS Act. Also known as Course in TAFE sector.
<b>School:</b>	School delivering a course to international students.
<b>StudyLink</b>	International Student online application system

## Actions

**Student applies for Program Credit at the time of submitting application to study a Federation University Program**

**For Partner Providers**

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	International student applies for course credit in the application to study at Federation University	Student	<ul style="list-style-type: none"> <li>Student to supply original or certified documentation to support the application for credit to the Partner Provider.</li> </ul>
2.	Partner provides student's application to study at the University via StudyLink and provides (submits) student's credit application.	PP	
3.	<p>PROVISIONAL CREDIT</p> <p>Staff member assesses application for course credit according to School guidelines and credit database information.</p>	IA	<ul style="list-style-type: none"> <li>IA apply the provisional credit against the application and moves to conditional offer.</li> <li>CUP review in StudyLink to confirm credits and add PCA (provisional credit approved) to NOTES in StudyLink</li> </ul>
4.	CUP reviews applications for Higher Education courses delivered at Partner Providers.	CUP	<ul style="list-style-type: none"> <li>If no precedent exists, IA apply provisional credit to the application and credit is sent to School for final approval</li> <li>Program coordinators retain discretionary authority over credit granted over precedents if units or course structures have changed.</li> </ul>
5.	CUP generates a study plan in FDL and uploads into StudyLink	CUP	<ul style="list-style-type: none"> <li>Study plan added to FDL</li> </ul>
6.	<p>School Assessment via StudyLink</p> <p>Staff member assesses application for course credit according to School guidelines and credit database information.</p> <p>School returns outcome via StudyLink</p>	School	<ul style="list-style-type: none"> <li>Assessment is according to University Policy, Procedure &amp; School guidelines.</li> <li>Process as per:</li> </ul> <p><a href="https://federationuniversity.sharepoint.com/sites/FedUni/student-services/it-services/service-support/training-development/studylink-training/SitePages/School%20staff/School.aspx">https://federationuniversity.sharepoint.com/sites/FedUni/student-services/it-services/service-support/training-development/studylink-training/SitePages/School%20staff/School.aspx</a></p>
7.	Details of provisional credit granted is listed in Letter of Offer & Acceptance Agreement	IA	<ul style="list-style-type: none"> <li>Length of study adjusted to reflect course credit granted.</li> <li>If not confirmed (guaranteed) at time of offer this is stated in letter of offer.</li> </ul>

**For Federation University Campuses**

	<b>STEPS</b>	<b>WHO IS RESPONSIBLE?</b>	<b>COMMENTS</b>
1.	International student applies for course credit in application to study at the University via StudyLink	Student	Student to supply original or certified documentation to support the application for credit via StudyLink.
2.	Student's application with supporting documentation is forwarded to appropriate staff member in School via StudyLink.	IA	<p>An email to the Program Coordinator to review the credit application in StudyLink is triggered.</p> <ul style="list-style-type: none"> <li>• Program Coordinator has 5 days to review the credit and advise IA</li> </ul>
3.	Staff member assesses application for course credit according to School guidelines and credit database information.	School	<ul style="list-style-type: none"> <li>• Assessment is according to University Policy, Procedure &amp; School guidelines.</li> <li>• Process as per: <ul style="list-style-type: none"> <li><a href="https://federationuniversity.sharepoint.com/sites/FedUni/student-services/it-services/service-support/training-development/studylink-training/SitePages/School%20staff/School.aspx">https://federationuniversity.sharepoint.com/sites/FedUni/student-services/it-services/service-support/training-development/studylink-training/SitePages/School%20staff/School.aspx</a></li> </ul> </li> </ul>
4.	<p>Program Coordinator records their assessment in StudyLink</p> <p>Program Coordinator generates a studyplan in FDL and uploads into StudyLink</p>	School	<p>Under Faculty Decision tab in StudyLink Program Coordinator records:</p> <ul style="list-style-type: none"> <li>• Number of advanced standing semesters that are credited</li> <li>• Remaining semester of course and</li> <li>• Revised course duration</li> <li>• Uploads a study plan</li> </ul>
5.	<p>IA review the outcome and proceed with admission processing</p> <p>Details of credit granted is automatically reflected in the Letter of Offer &amp; Acceptance Agreement. .</p>	IA	<ul style="list-style-type: none"> <li>• Length of study is automatically adjusted as per the advice recorded by the Program Coordinator.</li> </ul>
6.	Student accepts offer into course.	Student	<ul style="list-style-type: none"> <li>• Student returns signed International Student Agreement.</li> </ul>

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
7.	CoE is issued reflecting the change of length of course study.	International Compliance	
8.	List of students with credit provided to Student HQ / Student HQ access Power BI report prior to commencement of Semester.	TBC	
9.	Program credit granted is confirmed at enrolment according to school guidelines.	Student HQ	
10.	Program credit is recorded in Campus Solutions and credit letter issued.	School/Student HQ	<ul style="list-style-type: none"> <li>• Student will receive written notification of confirmed credit which will either include statement advising date after which if student has not contacted Student HQ by listed date it is assumed credit is accepted by student; or</li> <li>• Requires the student to sign letter accepting the credit and return signed letter to Student HQ.</li> <li>• Credit letter is issued through fdlGrades.</li> </ul>

## Student Applies for Program Credit at Enrolment or While Enrolled

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	International student applies for course credit at enrolment.	Student/PP	<ul style="list-style-type: none"> <li>• Student to supply documentation to support the application for credit.</li> <li>• School should refer to <a href="#">Regulation 5.2 Clause 6</a> when receiving applications for credit from enrolled students.</li> </ul>
2.	School staff member assesses application for course credit according to School guidelines and credit database information.	School/CUP/Student HQ	<ul style="list-style-type: none"> <li>• Assessment is undertaken according to University Policy, Procedure, &amp; School guidelines.</li> <li>• CUP/ Student HQ review applications and apply credit for Higher Education Programs, where credit precedents exists.</li> </ul>
3.	Staff member advises IA/PP of course credit granted by email.	School/CUP	

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
4	Program credit granted is confirmed according to Credit Policy guidelines.	School/CUP/Student HQ	<ul style="list-style-type: none"> <li>Student will receive written notification of confirmed credit. This will include either: <ol style="list-style-type: none"> <li>A statement advising the date that credit is assumed if the student has not contacted the School, or</li> <li>A requirement for the student to sign a letter of acceptance of credit which is to be returned to the School.</li> </ol> </li> <li>It is noted that credit cannot be rescinded unless compelling education reasons are presented.</li> <li>A copy of the letter is to be placed on student's file.</li> </ul>
5.	Program credit is recorded in Campus Solutions and International Compliance notified.	CUP/Student HQ	
6.	If duration of study is changed this is reported via PRISMS.	International Compliance	<ul style="list-style-type: none"> <li>Evidence to be kept on student's file.</li> </ul>
7.	Credit not granted - appeal assessment decision.	Student	<ul style="list-style-type: none"> <li>Students may submit a written appeal to the Academic Board within 7 days. Refer: <a href="#">Regulation 5.2 -Clause 19</a>.</li> </ul>

## Responsibilities

Specific responsibilities are included under Actions

- Deputy Vice-Chancellor (Global and Engagement) (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Manager, International Admissions (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

## Supporting Documents

- [Global Partners and Community Engagement Policy](#)
- [Academic Governance Policy](#)
- [Higher Education Academic Credit Transfer Procedure](#)
- [Regulation 5.2](#)
- [Statute 5.2](#)

## Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Evidence of acceptance of credit	Student File	School/CUP	7 years after completion of course

## Implementation

The Program Credit Application for International Students will be implemented throughout the University community via:

1. An Announcement Notice on the FedNews webpage;and
2. Inclusion in the University's online Policy Library.